



**Townsend Town Council Meeting
September 7th, 2022 @ 7:00 pm
VIA CONFERENCE CALL &
Town Hall
141 Main St, Townsend, DE 19734**

7:00 pm Town Council Special Meeting

I. Call to Order: Meeting called to order at 7:04 pm by Mayor S. Lobdell

II. Opening Ceremonies

a. Roll Call: Mayor S. Lobdell, Councilman J. Mertz, Councilman E.

Dugan, Councilwoman S. Rojas, Councilwoman E. Clarke, Town Manager A. Tantillo, Financial Officer J. Helms, Town Clerk M. Rivera, Town Engineer E. Van-Otoo, Town Solicitor C. Griffiths, and Police Chief Longo.

b. Pledge of Allegiance: All present recited the Pledge of Allegiance

c. Recognition of Visitors: Present visitors included New Castle County Councilman David Carter, Nadia Townsend, Shawn McCafferty, and Dwain A. Haines.

d. Announcements: No announcements

III. Citizens Comments & Participation: No comments from citizens

IV. Adoption of Agenda.

a. Discussion regarding moving the following action items to a future meeting: Action Item regarding the selection of the ARPA eligible use selection

b. Action Item regarding Town Manager spending authority

1. *CM Mertz made a motion to approve the agenda as amended by removing item "Action Item regarding the selection of the ARPA eligible use selection" and "Action Item regarding Town Manager spending authority". CM Dugan seconded the motion. Vote: Voice vote of Council: all yea's.*

V. Approval / Rejection of Minutes

a. Approval/ Rejection of Council Minutes from the June 1st, 2022, Town Council Executive Session.

b. Approval/ Rejection of Council Minutes from the July 6th, 2022, Town Council Meeting.

c. Approval/ Rejection of Council Minutes from the July 20th, 2022, Town Council Special Meeting.

d. Approval/ Rejection of Council Minutes from the August 3rd, 2022, Town Council Meeting.

e. Approval/ Rejection of Council Minutes from the August 24th, 2022, Town Council Special Meeting

f. *CM Mertz made a motion to approve the Minutes from the June 1st, 2022, Town Council Executive Session, the July 6th, 2022, Town Council Meeting, the July 20th, 2022, Town Council*

Town Meetings will return to both an in person and a virtual format.

Those wishing to attend virtually may dial **1(301)715-8592**. When directed, provide following meeting ID **827- 6421-7575#** and then the following password **361631#** to enter the meeting. If you choose to access the meeting online click the following link: <https://us02web.zoom.us/j/82764217575?pwd=aHI4RDhTZ0xiME1HV0ZOcHRxSHZ3QT09>

Residents will be able to view documents posted to the meeting tab on the Town website at www.townsend.delaware.gov or by joining the meeting via computer.

Special Meeting, the August 3rd, 2022, Town Council Meeting, and the August 24th, 2022, Town Council Special Meeting. CM Dugan seconded the motion. Voice vote of Council: all yea's.

VI. Reports:

a. Mayor

1. No report

b. State Police

1. Town of Townsend Police Chief Longo read the following report provided by the Delaware State Police for the month of August 2022:

a. There were 37 incidents in and around Townsend:

- I. Nineteen complaints were handled by DSP, sixteen were handled by Townsend PD, one was handled by New Castle County PD, and one was handled by DHSS Animal Welfare

b. Incidents included:

- I. Three domestic related incidents
- II. Eight criminal investigations: death investigation (natural causes), drug possession, shoplifting, and animal complaint
- III. Twenty-six noncriminal related incidents
- IV. One significant incident: subject on 4-Wheeler fled from police, crashed into a house, and was apprehended while fleeing on foot.
- V. Seven collisions: three handled by Townsend PD and four handled by DSP on Wiggins Mill Road, Summit Bridge Road, Main Street Road, and South Street.
 - a. Five property damage accidents
 - b. Two personal injury accident
- VI. Nineteen traffic citations: twelve handled by Townsend PD and seven handled by DSP
- VII. Eight traffic warnings issued: seven handled by Townsend PD and one handled by NCCPD

c. Town of Townsend Police Chief's Report

1. Mayor Lobdell specified to visitors that the reports from Delaware State Police are for the entire Townsend zip code not just within the town limits.
2. Chief Longo advised that it may be best to create a combined monthly report from Delaware State Police Report and the Town of Townsend Police Department Report.
3. Town of Townsend Chief Longo shared the following report for the month of August 2022:
 - a. Twenty-six calls handled including the following:
 - I. Three motor vehicle crashes all without injuries
 - II. Eight assists with other agencies [six – DSP (Including one foot pursuit), one – FD, one – probation and parole (resulted in arrest)]

- III. One vehicle pursuit
- IV. Six vehicles in park after hours all checked (4 resulted in civil marijuana charges)
- V. One verbal domestic
- VI. Two parking complaints
- VII. One public assistance
- VIII. One barking dog
- IX. One driving complaint
- X. Two suspicious activity complaints
- b. Forty-one motor vehicle contacts made including the following:
 - I. Twenty motor vehicle violations
 - II. Fifteen Written Warnings
 - III. Six Verbal Warnings
- c. 2,337 Patrol related miles in August
- d. Both Sgt. McCloskey and Chief Longo have qualified with departmental weapons
- e. The Townsend Police Department participated in Back to School Night
- f. Video Court Phone has now been received
- g. Chief Longo confirmed that the Town of Townsend Police Department is on the list for a fingerprinting machine and has received information from the state supplier for body cameras.
- h. Chief Longo will be attending the Delaware State Chiefs meeting next week.
- i. The Town of Townsend Police Department total savings to date remains approximately \$66,134.31.
- j. CM Mertz recognized moveable speed radar system in place in various parts of the Town. Chief Longo reported the average speed on moveable speed radar is 32 mph, only 36% are 30 mph and above, the fastest recording reported was 64 mph. Additionally, Chief Longo noted a higher area of concern on Wiggins Mill and Main Street.
- k. CM Mertz asked Chief Longo what he recommends regarding lower speed limits in community areas. Chief Longo said that this could be researched. TS Griffiths confirmed the statewide minimum for the speed limit in community areas is 25 mph. CM Dugan suggested "Strictly Enforced" lettering could be added to speed signs.
- l. Chief Longo and Sergeant McCloskey have familiarized themselves with Townsend Elementary School and are working closely with all of the schools in Townsend.
- 4. **ACTION ITEM:** Discussion and possible vote regarding the purchase of ammunition.
 - a. Chief Longo requested approval for purchase of ammunition for the Town of Townsend Police Department. A quote was received from Federal Firearm in the amount totaling of \$1,374.40.

- b. TS Griffiths advised that he is continuing to work with the county on the county park transfer.
 - c. TS Griffiths advised that he is continuing to review the feral cat issue and that it may require resident intervention to be resolved.
 - d. TS Griffiths shared that he has been working with TM Tantillo on zoning verification letters.
 - e. CM Mertz had questions regarding what TS Griffiths recommends for how committees should run such as, voting, decisions, and voting. TS Griffiths advised formality is not needed, however strongly advised Minutes should be kept. Additionally, motions are not needed.
 - f. CW Clarke asked TS Griffiths if meeting schedule can be informal. TS Griffiths advised it should be conducted formally to create a tone for the public attending.
 - g. CW Clarke asked TS Griffiths if members of Council are considered a resident or Council member if they attend a committee meeting for which they are not an official member of and if they should be recognized as such during these meetings. TS Griffiths explained that all members of Council are subject to FOIA and are attending in their Councilmember capacity. TS Griffiths also advised that major decisions should be brought to Council for approval.
- e. Town Engineer Edwin Van-Otoo
- 1. Town Engineer Edwin Van-Otoo provided the following update on Town Projects:
 - a. Regarding Surface Water Matching Planning Grant Program
 - I. RVE reviewed the televising pipe video submitted by Standard Pipe Services (SPS). There was a discrepancy between the video and the information in the report that is currently being corrected by SPS. SPS is missing one section of a pipe run at the intersection of Sunnyside Lane & Brook Ramble Lane. TE Edwin advised the report will be finalized next week.
 - II. RVE created a GIS stormwater management system for the Town for future maintenance purposes. The SPS video is being incorporated into the GIS system.
 - III. RVE is in the preliminary stages of conducting the hydraulic study and analysis for the Heart of Townsend.
 - b. Regarding planning projects
 - I. Townsend Village I
 - a. TE Van-Otoo advised he is waiting to receive and review the legal descriptions for final submission as part of the dedication of the roads and open spaces. The stormwater basins will be dedicated to the Town by the end of the year.
 - II. Townsend Village II
 - a. TE Van-Otoo advised he is waiting to receive and review the legal descriptions for final submission as part of the dedication of the roads and open spaces to the Town of

Townsend by the Developer, (located at South Street & Ginn Street) is currently under construction by. The stormwater basins will be dedicated to the Town by the end of the year.

III. The Woods at Hidden Creek

- a. TE Van-Otoo advised that he continues to review the lines and grades for various lots.

IV. Townsend Acres

- a. TE Van-Otoo has advised he has submitted the 3rd review letter dated August 15, 2022. He is waiting to receive revised plans from KCI Technologies. The majority of RVE comments have been addressed. However, there is a proposed stormwater basin located near the intersection of Route 71 & Rays Way that requires some grading modifications adjacent to the proposed sidewalk. A pressure treated timber spilt rail fence with wire mesh is to be placed around the perimeter of the basin to deter individuals from entering the stormwater management area.
2. . TE Van-Otoo clarified that the missing section from SPS is of video footage of stormwater pipe.

f. New Castle County Councilman David Carter

1. NCC CM Carter informed that he will be attending a meeting 9/15 regarding the Housing Rehabilitation project. Interfaith Housing would like to rehabilitate homes within Town. Funds have been approved and transferred from New Castle County.
2. CM Carter advised that he would need permission for DNREC to conduct biological inventories on the areas and if they meet the Wiggins Mill natural areas, they would be dedicated as natural areas under state law.
3. CM Carter advised that the Wiggins Mill Park should be ready to plan for 2023-2024 and the first tree planting should occur in the spring.
4. CM Mertz and TM Tantillo advised that CM Carter should work with the community engagement Committee to publicize planting events.

g. NCC CM Carter re-addressed feral cats and barking dog issue. Suggests Town to work with legislature. Recommended Townsend Police Department to respond to barking dogs per state law. County funds Animal Control via State program. Advised that there are non-profit organizations that will be able to handle this issue as well but will require townspeople to be dedicated to the issue at hand as well CM Mertz asked if Animal Control will respond to cats and dog calls. CM Carter advised this varies case-by-case. Clarified Animal Control does responds to severe cases whereas Police Department would have to respond to general nuisance issues such as a barking dog. Town Manager Antonina Tantillo

1. TM Tantillo provided the following report:
 - a. Regarding Covid-19 Concerns/Actions, TM Tantillo advised the following:
 - I. Regarding Covid cases in the 19734-zip code, as of September 2nd, the average percent of new positive cases is, 15.9% this is a decrease

from the 28.4 % as of August 3rd. Additionally, the 7-day average of new positive cases as of 9/2/22 is 2.1 compared to 3.0, as of 8/2/22.

II. Regarding vaccinations: Delaware Public Health is reporting in the 19734- zip code, 79.1% of the total population in the 19734 Zip Code is vaccinated with at least 1 dose.

a. Vaccination information and sites can be found at:
www.de.gov/getmyvaccine

III. On March 1st, Governor Carney lifted the Covid-19 state of Emergency and signed a narrow Public Health Emergency order, the Public Health Emergency Order was formally extended on 8/19/22.

IV. Town Hall remains open; masks and appointments continue to be highly encouraged. Social distancing remains in effect.

b. DeIDOT

I. TM Tantillo advised that she and TE Van-Otoo met with representatives from DeIDOT to discuss concerns with walkability, sidewalks, streets, and acquisition of open space within Town. They are looking into some of the concerns and have been advised to submit a TAP grant application which they will be doing before the end of the month.

II. CM Mertz asked what TAP stands for. TM Tantillo identified that TAP is a transportation grant issued by DeIDOT.

III. CM Mertz asked TM Tantillo to include the Public Safety Committee as additional support on this effort and offered to write letters of support.

c. Regarding Human Resources, TM Tantillo advised that

I. The new Town Clerk and Administrative Assistant have begun working and are doing a great job acclimating to the positions.

II. TM Tantillo advised that regarding Annexation/Development, she continues to work on the annexation properties into Town. She has been notified that New Castle County voted to proceed with the authorization of annexation of Parcel # 14-016.00-047, 6170 Summit Bridge Road. The Town will continue to prepare this annexation for Town Council vote.

III. Additionally, TM Tantillo continues to be contacted by those interested in annexing into Town. Additional annexation requests that have been approved by Town Council for pursuit of annexation are awaiting approvals from various utilities. Additionally, as discussed at the last Town Council Special meeting, there are various properties that the Planning Commission will need to review to be added to the future annexation map to be sent through state PLUS for review before continuing to pursue annexation. The next Planning Commission meeting is next week, and they will discuss this revised map at that time.

d. American Rescue Plan

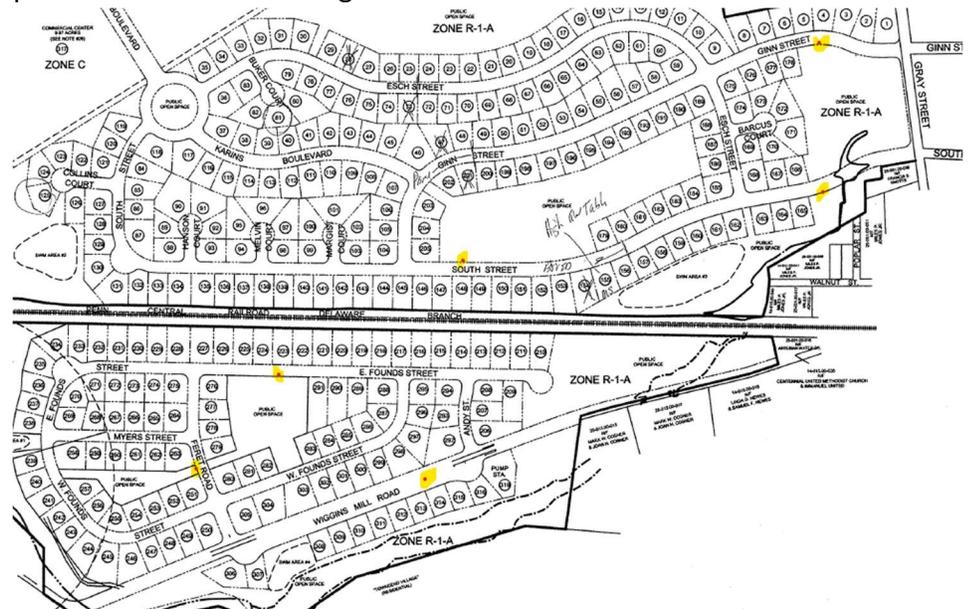
- I. Regarding the American Rescue Plan, at the last Town Council Special meeting, the Town met with Barnes and Thornburg to discuss regulations on how we could spend the funds and TM Tantillo presented a proposal on projects. There will be continued discussions for ARPA at the next special meeting.
- e. Town Park
- I. The mulching in the Town Park has been completed and has really added to the beauty of our Town Park. The Town has also added rocks to the areas below the bleachers, have added pet waste stations throughout the park, planted flowers around the Veterans monument, restriped the basketball court. The new ADA swing and a new Pickleball net have arrived. There was unfortunately had vandalism to the pavilion light fixtures, and TM Tantillo is working with Public Works to repair the lights. TM Tantillo and Town Staff are also continuing to look into advanced security measures for the park and she will report back once there is an update.
 - II. CM Mertz asked if the Townsend Police Department reported this incident. TM Tantillo clarified that Townsend Police Department did advise that the incident occurred and that they worked quickly to draft a police report and were the ones to identify the vandalism as it was noticed after the park was closed.
- f. Town Events
- I. During the month of August, the Town held the Back-to-School Event which was a huge success. the Town received tons of monetary and supply donations and were able to donate over 200 backpacks plus supplies to families in the area. The Town thanks each of the organizations who donated and those who were present with information booths, static displays, and presentations. The Town thanks the community for the support at the event.
 - II. CM Rojas asked if the Pickle Ball event issue has been brought to the attention of the engineering department. TM Tantillo and TE Van-Otoo confirmed that has been notified to the contractor and is being addressed.
- g. Administrative Matters
- I. There were 18 Contractors Licenses issued
 - II. Thirteen Permits issued; four of which have been closed and issued a final approval letter
 - III. Nine Permits closed and issued a Certificate of Occupancy
 - IV. Fourteen Inspections completed.
 - V. There were no grass and overgrown weed violations; Town mowed zero
 - VI. There was one complaint received in the month of June regarding the complaint related to feral cats, we advised the resident to call animal welfare if they were concerned about the cats being ill, but feral cats are not illegal in Delaware.

2. TM Tantillo confirmed there are new stop signs installed in Townsend Village One. CM Mertz recommended a possible Ordinance needed for stop signs TS Griffiths advised it is not needed.
3. Discussion was had about trees in certain areas blocking stop signs. TM Tantillo advised that she will cite residents for violations as necessary. TM Tantillo explained that if anyone has complaints or notices areas of concern, to please bring them to her attention as soon as possible so that she may contact the resident. Chief Longo volunteered to assist the Town with any enforcement if necessary.
4. **ACTION ITEM:** Discussion and possible vote regarding ARPA has moved to the next meeting.
5. **ACTION ITEM:** Discussion and possible vote regarding passthrough state funding for radar speed signs proposed to be installed in Townsend Village II, by the Townsend Village II Maintenance Corporation.
 - a. TM Tantillo advised that residents have brought speeding issues to the attention of the Town as discussed amongst Council in the past. Ms. Townsend, TVII HOA President reached out to Representative Spiegelman to request funding for possible speed signs to be placed in TVII open spaces. TM Tantillo advised that funding has been offered to the Town by Representative Spiegelman as a passthrough and that quotes would need to be obtained by the Town and a discussion of placement of signs as needed. Furthermore, confirmed DelDOT has noticed a need. TM Tantillo deferred to Ms. Nadia Townsend to present the proposal that she provided.
 - b. Nadia Townsend provided the following report:
 - I. Townsend Village II Maintenance Corporation is looking to install solar radar signs within our community, in hopes to mitigate the consistent speeding that takes place within our community/development. The previous Town Manager had previously made some attempts to address this concern by connecting and inquiring with the surrounding homeowners of their thoughts on the following possible solutions: radar signs, speed humps and a mirror. To her recollection, the homeowners were not in agreement with the solutions being placed in front of their homes; however, something does need to be done. The Townsend Village II Maintenance Corporation Board of Directors is requesting that solar radar signs, such as described in the below link, be installed in the grass areas between the curb and the street in front of the common areas within our community. This suggestion may only allow for the signage to be placed in one direction on certain streets within our community, but it would be a start and it would allow the community to get accustomed to the signage.
 - a. Tests repeatedly show that: (<https://www.radarsign.com/>)
 1. Speeders will slow down up to 80% of the time when alerted by a radar sign
 2. Typical speed reductions are 10-20%.

3. Overall compliance with the posted speed limit will go up by 30-60%.
4. Radar signs are particularly effective at getting “super speeders”—speeders driving 20 mph or more over the posted speed limit—to slow down

II. Representative Jeff Spiegelman is willing to purchase the radar signs using CTF funds, but the Town would need to be a third party for the funds to pass through. We are requesting that the Town permit the installation of the radar signs within our development and to be the third party for funds to pass through to pay the contractor for the installation of the radar signs.

III. The following is a plan provided by Ms. Nadia Townsend regarding the placement of the radar signs



- c. TM Tantillo requested quote received from Nadia Townsend. Nadia Townsend confirmed she will email TM Tantillo at a later time.
- d. Mayor Lobdell noted that the funds are provided from the state to the Town and shared that it may be a good idea to install speed radars but advised that input should be received from TE Van-Otoo, Chief Longo, Council, and others for exact areas of best placement. Ms. Townsend explained the signs would cost roughly between \$3,600.00 to \$7,000.00 per sign depending on the type chosen. She also explained that she believes funds are replenished by year and suggested Townsend Village II be completed first. TM Tantillo added that the signs should follow DeIDOT standards.
- e. Mayor Lobdell stated research on cost and sign type is needed to see what streets will need their own. Once type and cost for the signs is determined the Town will be able to see how many can be purchased and discussion for locations will be held afterwards. Mayor Lobdell suggested to TM Tantillo that ARPA funds may be able to assist in funding and advised the Town would need to focus on areas of concerns.

- f. Mayor Lobdell requested that TM Tantillo review options and price information so that the Town can devise a plan. CM Mertz advised that Public Safety Committee to be involved with the Townsend Police Department regarding placement of Speed Radars. CM Mertz welcomed public participation to Committee meetings. CW Rojas emphasized that ordinances in place must be kept in mind during this process.
- g. *CM Mertz motioned to table this proposal until further information has been obtained. CM Dugan seconded the motion. Voice vote of Council: all yea's*

VII. Committee Reports

a. *CM Mertz suggested to move Public Works Committee first.*

a. **Public Safety Committee:** Chair: Councilman Dugan, Co-Chair: Councilwoman Clarke

- 1. First meeting held with Townsend Fire Department and Townsend Police Department went well. Addressed concern of parking on both sides of streets within Townsend with Fire Department and Townsend Police Department Fire Department will be inspecting areas to determine what may need to be restricted. Once data is gathered it will be brought to Council for discussion and possible vote.
- 2. TM Tantillo requested all Chair Committee members to submit their agendas and meeting dates to her so that they may be posted to the town website.

b. **Finance Committee:** Chair: Councilman Dugan, Co-Chair: Mayor Lobdell

- 1. No Reports.
- 2. Town resident Ms. Clarke, via zoom, raised hand to share her concern for safety over an incident involving a garbage truck being unattended so the worker can address the owner of a parked car blocking the street. CM Mertz advised Ms. Clarke that a plan is in place to review potential parking concerns. TM Tantillo advised that she will reach out to GFL regarding this incident. Chief Longo encouraged everyone to call the Police Department to assist with parking issues. Mayor Lobdell clarified that all roads in Townsend are paved and built by DeIDOT standards.
- 3. **ACTION ITEM:** Discussion and possible vote regarding Town Manager spending authority has been moved to the next meeting.

c. **Human Resources Committee:** Chair: Mayor Lobdell, Co-Chair: Councilman Dugan

- 1. No Reports.
- 2. CM Mertz asked for a status update on Personnel Handbook changes if needed
 - i. TM Tantillo confirmed that this is one of her priorities and she will be working on this.

d. **Public Works Committee:** Chair: Councilman Dugan, Co-Chair: Councilman Mertz

- 1. CM Dugan reported a need for a streetlight on South Street.
- 2. CM Mertz raised the concern on Townsend Village II Plans not in compliance with tree planting. TE Van-Otoo explained that some residents waived their right to planting trees on private property. CM Mertz clarified this is regarding open space area. TE Van-Otoo stated this will be researched.

- e. **Land Use and Development Committee:** Chair: Councilwoman Rojas, Co-Chair: Mayor Lobdell
 - 1. Two new planning members have been placed.
- f. **Veterans Committee:** Chair: Councilwoman Clarke, Co-Chair: Councilwoman Rojas
 - 1. Veterans Committee and Community Engagement Committee combined report for today's meeting.
 - i. CW Rojas announced the upcoming event for Sunday 9/11, "9/11 Day of Service" where volunteers from the community of Townsend will come out to clean up the Police Department grounds. CW Rojas added that a portion of the event may focus on the Freedom Flag, pending its receipt.
 - ii. CW Rojas announced the upcoming events for Townsend to include Trunk or Treat at Townsend Elementary, pumpkin picking, fun run, and Townhall window decorating by the children. Discussion regarding Christmas Event Planning was had. CW Rojas and TM Tantillo discussed that this will be planned shortly.
 - 2. **ACTION ITEM:** Discussion and possible vote regarding Resolution 2022-021 A Resolution to Recognize 9/11.
 - i. CW Rojas provided a reading of Resolution 2022-021 A Resolution to Recognized 9/11-Patriot Day.
 - ii. *Mayor Lobdell made a motion to approve Resolution 2022-021 to recognize 9/11. CM Dugan seconded the motion. Voice vote of Council: all yea's*
- g. **Code Review Committee:** Chair: Mayor Lobdell, Co-Chair: Councilman Mertz
 - 1. Mayor Lobdell stated there is a meeting that will be held on Tuesday 9/13 at 10 am
- h. **National Wildlife and Historic Preservation Committee:** Chair: Councilwoman Clarke, Co-Chair: Councilman Dugan
 - 1. CW Clarke gave a brief recap of action items from the last Wednesday meeting. Installation of a new butterfly habitat in the Town Park will be worked on for the year 2023. Grants will be needed.
 - 2. CM Mertz questioned if the winners from the Wildlife Contest have been notified and received their prizes. Additionally, noted that groups of people in Townsend have been building gardens. TM Tantillo affirmed some of the winners were present during the meeting. The one that not present will be notified. All have received their prizes and their pictures will be posted. CM Mertz confirmed certifications are being submitted and processed as they come in for gardens.
 - 3. CM Mertz asked if the historical district is involved with the Town of Townsend and inquired on the where the historical locations are. TM Tantillo confirmed that links to the National Register of Historic Locations can be found on the Town website. CW Rojas inquired if map is included.

VIII. Adjournment.

- a. *CW Rojas motioned to adjourn the meeting. CM Mertz seconded the motion. Voice vote of Council: all yea's*
- b. Meeting adjourned at 9:15 pm.